

TRAVEL EXPENSE CLAIM

See Instructions and *Privacy

Statement below

STD.262 (REV. 6-93c)

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2 Pages

CLAIMANT'S NAME

Lynn L. Jacobs

SOCIAL SECURITY NUMBER

DEPARTMENT

HCD

POSITION

Director

Bargaining Unit

E 99

DIVISION OR BUREAU

Executive Office

INDEX

5103

PCA

50001

RESIDENCE ADDRESS

HEADQUARTERS ADDRESS

1800 Third Street, Suite 450

TELEPHONE NUMBER

916 445-4775

CITY

Sacramento

STATE ZIP CODE

CA

CITY

Sacramento

STATE ZIP CODE

CA

95811

(1) MONTH /YEAR		(3) LOCATION WHERE EXPENSES WERE INCURRED	(4) LODGING	(5) MEALS			(6) INCIDENTALS	(7) TRANSPORTATION					(8) BUSINESS EXPENSE	(9) TOTAL EXPENSES FOR DAY
Feb-10				BREAK-FAST	LUNCH	O.T., L/T, NC, RELO, OR DINNER		(A) COST OF TRANS	(B) TYPE USED	(C) CARFARE TOLLS, PRKG	(D) PRIVATE CAR USE			
(2) DATE	TIME										MILES	AMOUNT		
2/1	0600	VENTURA									-		-	
2/2		VENTURA			10.00						-		10.00	
2/3		SAN DIEGO	COMP								-		-	
2/4		SAN DIEGO	COMP								-		-	
2/5		BURBANK / CHULA VISTA		6.00	10.00		39.75	RC					55.75	
2/7		BURBANK TO SACRAMENTO					35.00	T					35.00	
	1430	END OF TRIP									-		-	
2/9		SACRAMENTO						PC	10.50	4	2.00		12.50	
2/10		SACRAMENTO						PC	12.00	8	4.00		16.00	
2/11		SACRAMENTO						PC	4.50	4	2.00		6.50	
2/17		SACRAMENTO						PC	12.25	4	2.00		14.25	
		DROVE TO SAC A/P						PC		12	6.00		6.00	
											-		-	
											-		-	
											-		-	
(10) SUBTOTALS			-	6.00	20.00	-	-	74.75	-	39.25	32.00	16.00	-	156.00

COLUMN CODE (ACCTG USE ONLY)

CLAIM TOTAL

(11) PURPOSE OF TRIP, REMARKS AND DETAILS

2/1- This trip was extended to February 7th... Meetings in Ventura. 2/2- Meetings at Ventura Pierpoint Inn. 2/3 - Drove to San Diego for Speaking Engagement at the CBIA Winter Board Meeting. 2/4 -Speaking Engagement at CBIA Meeting. Director had meeting in Burbank and attended the Governor's Tax Credit Event in Chula Vista. Returned Rental Car. 2/7- Flight from Burbank to Sacramento HQ. 2/9- Participated in the Assembly Housing Committee Hearing. 2/10- Meetings at the Capitol. 2/11- Meeting at the Capitol. 2/17 - Meeting at BTH... then drove to Sacramento A/P for business travel.

(12) NORMAL WORK HOURS

8:00 AM - 5:00 PM

(13) PRIVATE VEHICLE LICENSE No.

(14) MILEAGE RATE CLAIMED

0.5

AGENCY ACCOUNTING OFFICE
USE ONLY

PAID BY REV. FUND CHECK No.

(15) I HEREBY CERTIFY That the above is a true statement of the travel expenses incurred by me in accordance with DPA rules in the service of the State of California. If a privately owned vehicle was used, and if mileage rates exceed the minimum rate, I certify the cost of operating the vehicle was equal to or greater than the rate claimed, and that I have met the requirements as prescribed by SAM Sections 0750, 0751, 0752, 0753 and 0754 pertaining to vehicle safety and seat belt usage.

CLAIMANT'S SIGNATURE

Lynn L. Jacobs

DATE

03/02/10

(16) SIGNATURE OF OFFICER APPROVING TRAVEL AND PAYMENT

Elliott Mandell

DATE

03/02/10

(17) SPECIAL EXPENSE AUTHORIZATION - SIGNATURE and TITLE (See Item 17 on reverse)

DATE

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CLAIMANT'S NAME Lynn L. Jacobs			SOCIAL SECURITY NUMBER			DEPARTMENT HCD		
POSITION Director		Bargaining Unit # E 99	DIVISION OR BUREAU Executive Office			INDEX 5103	PCA 50001	
RESIDENCE ADDRESS			HEADQUARTERS ADDRESS 1800 Third Street, Suite 450			TELEPHONE NUMBER 916 445-4775		
CITY Sacramento		STATE CA	ZIP CODE		CITY Sacramento	STATE CA	ZIP CODE 95811	

(1) MONTH /YEAR		(3) LOCATION WHERE EXPENSES WERE INCURRED	(4) LODGING	(5) MEALS			(6) INCIDENTALS	(7) TRANSPORTATION					(8) BUSINESS EXPENSE	(9) TOTAL EXPENSES FOR DAY
(2)				BREAK-FAST	LUNCH	O.T., L/T, NC, RELO. OR DINNER		(A) COST OF TRANS	(B) TYPE USED	(C) CARFARE TOLLS, PRKG	(D) PRIVATE CAR USE			
DATE	TIME										MILES	AMOUNT		
Feb-10														
2/17	1741	Sacramento to Burbank										-	-	
2/18		Los Angeles										-	-	
2/19		Los Angeles					20.64	RC				-	20.64	
2/22		Ventura										-	-	
2/23		Los Angeles					13.92	RC					13.92	
		Los Angeles to Sacramento						PC	54.00				54.00	
	1607	END OF TRIP										-	-	
2/24		Sacramento						PC	10.00	6	3.00		13.00	
												-		
												-	-	
												-	-	
												-	-	
												-	-	
												-	-	
												-	-	
												-	-	
(10)	SUBTOTALS		-	-	-	-	-	34.56	-	64.00	6.00	3.00	-	101.56
COLUMN CODE (ACCTG. USE ONLY)														
CLAIM TOTAL												\$	257.56	

2/17 - Flight from Sacramento to Burbank 2/18 - Speaking Engagement at USC Masters in Real Estate Class. 2/19 - Meeting with Katherine Perez (ULI) and Kelly Boyer (HUD). 2/22- Meeting with Michael Maloney on UCSB/ California Luthuran Economic Study. 2/23 - Spoke at the California Sustainability Alliance Showcase Awards Luncheon....Flight from Los Angeles to Sacramento HQ. End of Trip at 1607 hrs. 2/24 - Meetings at the Capitol.

(12) NORMAL WORK HOURS 8:00 AM - 5:00 PM
(13) PRIVATE VEHICLE LICENSE No.
(14) MILEAGE RATE CLAIMED 0.5
AGENCY ACCOUNTING OFFICE USE ONLY
PAID BY REV. FUND CHECK No.

(15) I HEREBY CERTIFY That the above is a true statement of the travel expenses incurred by me in accordance with DPA rules in the service of the State of California. If a privately owned vehicle was used, and if mileage rates exceed the minimum rate, I certify the cost of operating the vehicle was equal to or greater than the rate claimed, and that I have met the requirements as prescribed by SAM Sections 0750, 0751, 0752, 0753 and 0754 pertaining to vehicle safety and seat belt usage.

CLAIMANT'S SIGNATURE Lynn L. Jacobs	DATE 03/02/10	(16) SIGNATURE OF OFFICER APPROVING TRAVEL AND PAYMENT Elliott Mandell	DATE 03/02/10
(17) SPECIAL EXPENSE AUTHORIZATION - SIGNATURE and TITLE (See Item 17 on reverse)			DATE